



Letter of Award Employee of the 2nd Quarter 2024

To: Rikki Waters
From: Justin C. Lundgren, Interim Chief of Police
Date: July 17, 2024
Re: 2024 Employee of the 2nd Quarter Award

Angie Napolitano recently nominated you for the 2024 Employee of the 2nd Quarter Award. Employee of the Quarter nominations are based on either a specific act of unusual meritorious service, a specific project of significance to the community, City, or Department, or sustained superior performance of assigned duties. When the Special Awards Committee reviewed the nominations, it was clear that you are most deserving of this recognition. In her nomination, Angie included the following:

"I have worked with Rikki Waters since she was hired as a temp/seasonal employee eight years ago. Rikki was initially hired to assist the accounting employees with capital assets, however, being the conscientious and hard-working person that she is, she was assigned numerous other duties culminating into what is now a very long list of duties.

Most recently, Rikki has been involved in the process of deploying an Asset Management System (Asset Panda) to track and report assets and consumables across SPD. Rikki is the key to providing the information needed to make sure that this new system is going to work in a way that will make tracking easier. When asked for more information by the project manager, Rikki stops what she's doing to provide the very detailed information being requested by them and has stayed late to not only gather that information but also to get all of her other duties completed, all while being very conscientious that she doesn't go into overtime status or go past the hours allowed for a temp/seasonal employee.

When I reached out to the project manager, Jamie Wean, she replied, *"From the kickoff of the project, Rikki jumped into a primary support position within the Project Team. She is eager to help, full of knowledge, and happy to share her expertise on any topic if questions arise. Her commitment to having the best outcome for her community is beyond commendable. It is clear that she takes her role seriously, and patiently provides the people around her the most thorough level of service possible. Her knowledge and comfort working within the current systems to extract data has not only been critical to moving our project forward but has made this process easier for her community. What Rikki doesn't know, she will find out. She is confident to ask the right questions. Rikki does not blink an eye in her efforts; it comes naturally, and her value cannot be understated. I feel confident that much of the success in Asset Panda's deployment and use will come directly from her commitment to the work efforts she has provided for the entire community."*

Rikki is one the hardest working employees in the Spokane Police Department. She comes into work with high energy and gets right to work, rarely stopping to chat. She is a valued employee, appreciated by all of her coworkers and is very worthy of being recognized as SPD's Non-Commissioned Employee of the 2nd Quarter for 2024."

Rikki, you exemplify the best in an employee with your commitment and dedication to your profession, work ethic and passion for team work. The Spokane Police Department is fortunate to have such an employee, and you are worthy of this recognition. You will receive a plaque at our annual award ceremony in March 2025 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin C. Lundgren", written over a light blue horizontal line.

Justin C. Lundgren, Interim Chief of Police